



# Southern California Association of Governments

## Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • [www.scag.ca.gov](http://www.scag.ca.gov)

## **REGIONAL TRANSPORTATION PLANNER #281**

### **Assistant/Associate/Senior Regional Planner – 4 positions available**

### **Salary: \$42,023 - \$80,833 annually**

### **Starting salary dependent on Experience and Training**

**Open Until Filled. Next review of applications is Friday, July 28, 2006**

#### **THE POSITION**

This position may be filled at any of the three levels of Regional Planner. This is a flexibly staffed classification. Individuals hired at the Assistant or Associate level may advance to the next level without competition, once the competencies have been met and upon recommendation of their supervisor.

Under direction of the Manager of Transportation Planning and Programming, the selected candidates will perform a variety of duties providing support to the Transportation Division and preparation of the Regional Transportation Plan (RTP).

#### **EXAMPLES OF TYPICAL DUTIES**

- Develop, coordinate, and evaluate multi-modal transportation alternatives
- Coordinate projects and ensure compliance with Federal, State, and local regulations
- Review public agency transportation plans, programs, and policies to ensure compliance with RTP
- Conduct analyses on rail systems, transit corridors, and highway projects
- Assist in project management planning including project plan, annual work plan, and project summary reports
- Participate in project budget preparation and administration
- Evaluate operations and activities of assigned elements of the Overall Work Plan
- Prepare written reports on various research matters and elements of the Regional Transportation Plan
- Develop requests for proposals and participate in evaluation panels for selecting consultants for various studies
- Present information and recommendations to Regional Council, committees, task forces, and advisory committees
- Confer with elected officials, engineers, developers, architects, the public, and other agencies in acquiring information and coordinating regional planning matters.

#### **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university with major course work in Urban Planning, Public Policy, Public Administration, Civil Engineering or other related field. A Master's degree can substitute for one year of the required experience.

**Experience and Training:** *Assistant level* – One year of professional city, county or regional planning experience. *Associate level* – Two years of professional regional planning experience. *Senior level* – Four years of professional regional planning experience.

**Knowledge of:** Complex modern theories, principles and practices of urban planning and development as applied to the preparation of transportation regional plans; advanced methods and techniques of effective technical report preparation and presentation; advanced statistical concepts, research, and methodology; project management principles and concepts.

**Ability to:** Manage complex short- and long-term projects; analyze and recommend modifications to existing plans; administer the contracts of outside consultants and evaluate quality of work; prepare and analyze technical and administrative reports, statements and correspondence; prepare and deliver presentations and recommendations on various aspects of the regional plans and studies; facilitate groups with divergent viewpoints; gain cooperation and consensus through discussion and persuasion; perform responsible and challenging work involving the use of independent judgment and personal initiative; communicate clearly and concisely, both orally and in writing.

## APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application and résumé to:

### Southern California Association of Governments

Attn: Human Resources  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90017  
(213) 236-1910  
[www.scag.ca.gov](http://www.scag.ca.gov)

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice. Qualified applicants will be invited to participate in the selection process based on the application and other submitted materials. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above or they will not be considered. Selection process may include a written exam (qualifying), panel interview, and/or other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

## EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Employees are required to serve a one-year probationary period. Manager and director positions are employed through an annual contract.

## EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$720 towards insurance premiums with the cost difference paid out in cash. Dental and vision insurance is provided at no cost to employees. Life insurance, in the amount of \$50,000 is provided by employer. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. SCAG does not participate in Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on tenure.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.

- **Health and Dependent Care Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health and dependent care.
- **Rideshare/Transportation Incentive Program:** SCAG pays \$35 per month towards carpool expenses, and up to \$155 per month towards a monthly bus or Metrolink pass. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month. SCAG also provides a tax-exempt plan for parking expenses.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** Employees are eligible for credit union membership at the E-Central Credit Union. Employees may have their paychecks automatically deposited. Tuition reimbursement up to \$1,000 per year is offered for qualified courses.

## THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure and institutional issues. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles and a population of 17 million. For more information on SCAG, please visit our website at [www.scag.ca.gov](http://www.scag.ca.gov).

## THE LOCATION

The main SCAG offices are located in downtown Los Angeles. Los Angeles (L.A.) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. Downtown L.A. is easily accessible by Metrolink train, underground Metro, and bus.

## EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931. Advance notification of at least 3 days will enable us to arrange reasonable accommodations.